



COMDTNOTE 5330

- 5 JUN 1996

COMMANDANT NOTICE 5330

CANCELLED:

Subj: CH-1 TO COMDTINST M5330.9, COMPRESSED WORK SCHEDULES (CWS)
FOR COAST GUARD MEMBERS

Ref: (a) Title 5, U.S. Code, Chapter 61, Subchapter II (NOTAL)
(b) Public Law 99-196, 23 Dec 85 Amendment of Federal
Employees and Compressed Work Schedules Act of
23 Jul 82 (NOTAL)
(c) Public Law 97-221, Federal Employees and Compressed
Work Schedules Act of 23 Jul 82 (NOTAL)
(d) Personnel Manual, COMDTINST M1000.6A

1. **PURPOSE.** This Notice provides revised authority for covering Coast Guard civilian employees and military members above grade GM/GS-15 or equivalent (O-6). This Notice reflects the requirements of references (a), (b), and (c).
2. **ACTION.** Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and the Chief of Staff for Headquarters shall ensure compliance with this Notice.
3. **SUMMARY OF CHANGES.** The change provided below implements revised coverage of Coast Guard civilian employees and military members above grade GS/GM-15 or equivalent (O-6). These individuals previously were excluded from participation in CWS but now are included with specific CWS provisions by Commandant letter 12620.1 of 7 February 1995. In addition, this change implements revised authority to review and approve CWS other than 5-4/9 CWS. Approval of

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A																										
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COMDTNOTE 5330.9

CWS other than 5-4/9, previously retained by Commandant (G-C) has been delegated to Commandant (G-CCS).

4. PROCEDURES. Remove and insert the following pages as indicated:

Remove

pages 1-1 through 1-3

Insert

pages 1-1 through 1-3, CH-1
Enclosure (1)



Encl: (1) CH-1 to COMDTINST M5330.9

ROBERT E. KRAHEK
Admiral, U.S. Coast Guard
Commandant



COMDTINST M5330.9
19 JAN 1994

COMMANDANT INSTRUCTION M5330.9

Subj: COMPRESSED WORK SCHEDULES (CWS) FOR COAST GUARD MEMBERS

- Ref:
- (a) Title 5, U.S. Code, Chapter 61, Subchapter II (NOTAL)
 - (b) Federal Personnel Manual, Chapter 610
 - (c) DPM Letter 610-02, Alternative Work Schedules (AWS) (NOTAL)
 - (d) Public Law 99-196 dated 23 Dec 85, Amendment of Federal Employees and Compressed Work Schedules Act of 23 Jul 82 (NOTAL)
 - (e) Public Law 97-221, Federal Employees and Compressed Work Schedules Act of 23 Jul 82 (NOTAL)
 - (f) Personnel Manual, COMDTINST M1000.6A
1. PURPOSE. This Instruction outlines compressed work schedules (CWS) policy and procedural requirements for managers and supervisors in the U.S. Coast Guard. The provisions of this Instruction reflect the requirements of references (a) through (e) and do not conflict with provisions of reference (f).
 2. ACTION. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, the Chief of Staff for Headquarters, and Commander, Coast Guard Activities Europe shall ensure compliance with the provisions of this Instruction. Prior to implementation of any compressed work schedules, local commanders must assure they have met their labor relations responsibilities.

COMDTINST M5330.9

3. DIRECTIVES AFFECTED. Compressed Work Schedules for Civilian Employees, COMDTINST M12620.1, is hereby cancelled.
4. PAYROLL COORDINATION. Special time/attendance training will need to be provided to time and attendance clerks and supervisors of civilian members. This should be coordinated with the Consolidated Uniform Payroll System.

/s/ J. W. KIME
Admiral, U. S. Coast Guard
COMMANDANT

TABLE OF CONTENTS

Chapter 1 - General Provisions

- A. Policy.....1-1
- B. Coverage.....1-1
- C. Program Objectives.....1-2
- D. Delegation of Authority.....1-2
- E. Labor-Management Considerations.....1-3

Chapter 2 - Compressed Work Schedules (CWS) Program Guidelines

- A. Program Establishment.....2-1
- B. Program Control.....2-1
- C. Training and Technical Assistance.....2-1
- D. Program Evaluation.....2-2
- E. Program Recertification.....2-2

Chapter 3 - Program Assessment of Compressed Work Schedules

- A. Potential Benefits.....3-1
 - 1. Operational Efficiency and Productivity.....3-1
 - 2. Operating Expenses.....3-1
 - 3. Service to the Public.....3-1
 - 4. Organizational Realignment.....3-2
 - 5. Recruitment and Retention of Civilian Members.....3-2
 - 6. Morale.....3-2
- B. Potential Adverse Impacts.....3-2
 - 1. Operational Efficiency and Productivity.....3-2
 - 2. Operating Costs.....3-3
 - 3. Service to the Public.....3-3
 - 4. Work Operations Supervisory Control.....3-3
 - 5. Support Services.....3-3

Chapter 4 - Personnel Guidelines for Civilian Members

A.	Definition.....	4-1
B.	Merit Systems Protection Board.....	4-1
C.	Labor-Management Relations.....	4-1
1.	Organized Units.....	4-1
2.	Civilian Members Excluded From Bargaining Unit.....	4-1
3.	Content of Negotiated Plans For Compressed Work Schedules.....	4-1
4.	Negotiation Limitation.....	4-2
5.	Adverse Impact.....	4-2
D.	Nonbargaining Unit Members.....	4-3
E.	Tour of Duty.....	4-3
F.	Compensation.....	4-3
1.	General.....	4-3
2.	Overtime Pay.....	4-4
3.	Compensatory Time Off.....	4-4
4.	Night Differential (General Schedule).....	4-4
5.	Night Differential (Wage Grade).....	4-4
6.	Holiday Compensation.....	4-4
7.	Sunday Compensation.....	4-5
G.	Leave.....	4-6
1.	General.....	4-6
2.	Holidays.....	4-6
3.	Absences.....	4-7
4.	Excused Absences.....	4-7
H.	Time Accounting and Monitoring.....	4-7
1.	General.....	4-7
2.	Affirmative Knowledge of Actual Hours Worked.....	4-7
I.	T&A Requirements for Civilian Members on Compressed Work Schedules (CWS).....	4-8
1.	Special Tour Indicators.....	4-8
2.	Amended T&A's.....	4-8
3.	Holidays.....	4-8
4.	In-Lieu-Of Holidays.....	4-9

RECORD OF CHANGES

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CHAPTER 1. GENERAL PROVISIONS

A. Policy.

1. The Coast Guard is committed to implementing personnel policies which improve member and employee quality of life and productivity. The general experience of both the private and public sector with CWS indicates these programs provide individuals more freedom and control over their personal and working lives, which in turn directly and positively contributes to the overall effectiveness of their work.
2. Coast Guard commands are encouraged to consider the benefits to the overall mission and their personnel CWS can provide.
3. Managers may implement CWS programs if they determine that the schedule will not adversely affect the command's work and each program meets the guidelines. All CWS participants must ensure that critical, short-term responses to top management (e.g., Department of Transportation, SES, Flag Officers and other Federal agencies) and operational needs are fully met (e.g., operational units such as air stations, boat stations, groups, Marine Safety Offices).
4. If, at any time, managers determine that a CWS program is adversely affecting mission performance, they shall modify or terminate the program immediately consistent with the requirements of 5 U. S. Code, Chapter 71, the labor-management partnership provisions of Executive Order 12871, and any existing negotiated agreements.
5. Managers and supervisors shall conduct each CWS program so that all involved fully understand that new and different work requirements accompany CWS arrangements. Successful CWS programs depend to a large degree on joint commitment and partnership between management and employees.

- B. Coverage. Coast Guard civilian employees, grade level 15 and below, and military members, O-6 and below, are covered under the general provisions of this Instruction. Coast Guard civilian employees and military members above grade level 15 or equivalent, are covered under the more specific provisions of Commandant letter 12620.1 of 7 February 1995, which is provided as enclosure (1) to this Instruction. Coast Guard elements may include or exclude selected units or categories of members to meet organizational goals,

missions, or needs, consistent with labor-management considerations. While military members are not specifically covered under references (a) through (c), an organization may include them in a compressed work schedule program. Nothing in this instruction supersedes the guidance contained in reference (d).

C. Program Objectives.

1. CWS program objectives must be clearly defined and communicated to employees, members, and managers to ensure the program's success. Specific benefits to the command and members serve as the basis for implementation and program assessment.
2. CWS program benefits can include:
 - a. improved service to the public;
 - b. improved operational efficiency and productivity;
 - c. decreased operating costs;
 - d. decreased traffic, parking congestion, energy consumption, and air pollution;
 - e. enhanced ability to attract a diverse workforce;
 - f. improved competitiveness in recruiting and retaining high quality personnel;
 - g. improved quality of work life and morale; and
 - h. improved accommodation of employees with temporary or continuing health problems or disabilities.

- D. Delegation of Authority. Area and district commanders, commanders of maintenance and logistics commands, commanding officers of Headquarters units, and Chief of Staff (for Headquarters and Headquarters units in the metropolitan Washington, DC area), have the authority to approve compressed work schedules, subject to the obligation to negotiate with representatives of exclusive unions. These officials will review for approval all CWS proposals for organizations under their command. Commandant (G-P) will review and refer to Commandant (G-CCS) for determination any CWS proposals for work schedules other than the 5-4/9 model. Guidance in developing CWS plan proposals is available through civilian personnel offices.

- E. Labor-Management Considerations. Developing, establishing, terminating, or modifying CWS for bargaining unit civilian employees is subject to the labor-management partnership provisions of Executive Order 12871; the requirements of Title 5, U. S. Code, Chapter 71; and any existing negotiated agreements.

CHAPTER 2. COMPRESSED WORK SCHEDULES (CWS) PROGRAM GUIDELINES

A. Program Establishment.

1. A written assessment of the potential positive and negative aspects of CWS programs is required prior to the approval and implementation of any program. General criteria for this assessment is provided in Chapter 3 of this instruction.
2. A written determination must be made by the approving authorities that implementation will not disrupt work operations or the accomplishment of the command's mission.

B. Program Mission.

1. Proper supervisory control and oversight of work operations is required for all Coast Guard CWS programs. This provision is to ensure successful CWS programs which contribute to, not hamper, the work of the command.
2. Each command must establish a formal, written mechanism to control and monitor CWS programs to prevent any adverse impact.
3. Program control and oversight must ensure there will be no "adverse agency impact". This is defined as a reduction of productivity, a diminished level of services furnished to the public, an increase in the cost, or loss of timeliness of operations (other than a reasonable administrative cost relating to the process of establishing CWS).

C. Training and Technical Assistance.

1. CWS requires a new approach by both management and members to work management that is very different from traditional methods. Experience indicates that CWS programs are generally not successful if conducted in a "business as usual" manner.
2. A central focus of each CWS program shall be the development of a training/orientation program which ensures managers and employees fully understand that the success of each CWS program will depend largely on the establishment of a joint member/management commitment and partnership. This partnership must have the following goal:

To ensure the CWS program is conducted in the most optimal way to, first, meet the work needs of the command and, second, meeting the personal needs of employees.

3. Each command must provide training and/or orientation sessions relative to the CWS program which emphasize:
 - a. the member/manager partnership; and
 - b. the new and different responsibilities required for successful CWS programs.
4. Attendance at a training/orientation session is required for both managers and members before participating in a CWS program. In work situations where this is impractical, e.g., remote locations, alternative methods may be substituted which ensure all participants are provided with the necessary tools and knowledge to make the CWS program successful.
5. Union representatives should be invited to attend training and orientation sessions.

D. Program Evaluation.

1. Evaluations shall be conducted at the end of the first year of each CWS program. The evaluations shall be provided to Commandant (G-CCS) for use in determining if the program is to be continued, modified, or terminated.
2. Subsequent evaluations should be conducted periodically to ensure the CWS program is in no way adversely impacting the work of the organization.

E. Program Recertification. It is a requirement that approving officials annually certify the authorization to continue each CWS program.

CHAPTER 3. PROGRAM ASSESSMENT OF COMPRESSED WORK SCHEDULES

A. Potential Benefits.

1. Operational Efficiency and Productivity. Consider whether the program will result in increased operational efficiency and productivity and that timeliness of response will not suffer. Will management have increased flexibility in arranging work schedules to meet the particular operational requirements of the command?
 - a. For those commands where output can be measured, a positive increase in production might be considered to be approximately five percent or more. This will vary, however, depending on the command's missions.
 - b. Where output cannot be measured, the command's organizational goals, work requirements and accomplishment plans would serve as the most appropriate means for determining CWS' impact. For example, CWS' implementation might be considered as beneficial if the program would contribute positively to achieving a critical organization goal that otherwise might not be on time.
2. Operating Costs. Consider whether the program will reduce, or in any way impact, the command's operating costs.
 - a. A beneficial cost impact for some commands might be a reduction of approximately five percent of the command's total operating budget. This, again, may vary substantially depending on the command's missions.
 - b. Any reduction in costs for related services directly attributable to the program may be considered as a benefit, e.g., a decrease in cost of heating, air conditioning, lights, security services, building maintenance and telephone usage.
3. Service to the Public. Consider whether the program will result in increased or better service to the public.
 - a. Service to the public would include routinely providing official services to, or having official interchanges, with private citizens, organizations, institutions, industry, Federal, state and local governments, and other Coast Guard commands.
 - b. Increased service to the public may be achieved through extended operating hours and better alignment of the command's operating hours with those of the public. Increase service may be viewed as beneficial

if the program improves these services by one hour or more or allows the commands to offer services during the hours services are needed by its major clientele.

4. Organizational Realignment. Consider whether the program will cause a realignment of functions, staff responsibilities, or the manner in which business has traditionally been conducted.

CWS may require commanders to change the structure of their command or realign responsibilities to ensure the work mission is done. This could result in positive benefits to the command that would not have been realized with traditional work schedules. For example, members broaden their work responsibilities to serve as a "backup" to a coworker and all staff members may be required to become familiar with the work of others.

5. Recruitment and Retention of Civilian Members. Consider whether the program will help the Coast Guard to compete for and retain a high quality civilian workforce.

CWS may be helpful if they offer current and potential civilian members work schedules that are comparable to those offered by competing employers in the area.

6. Morale. Consider whether the program will improve the morale of the workforce.

CWS programs may help diminish the potential conflicts between work and family life. Members who are able to balance both work and family demands may become more productive and efficient because of improved morale, reduced stress and reduced distractions.

B. Potential Adverse Impacts.

1. Operational Efficiency and Productivity. Consider whether the CWS program will in any way interfere with the ability of the command to effectively meet its missions.
 - a. Any interference by the program with the command's ability to effectively meet its missions and objectives must be viewed as an adverse impact.
 - b. Any decrease in productivity or timeliness as a result of a CWS program must be viewed as an adverse impact.
 - c. Where output cannot be measured, the command's organizational goals, work requirements and accomplishment plans would serve as the most appropriate means for determining impact. For

example, CWS' implementation may not be right if it is determined that the schedule will interfere in reaching a critical organizational goal on time.

2. Operating Costs. Consider whether the program will result in increased operating or utility costs for the command.
 - a. Any increase in cost to the command must be viewed as an adverse impact and must be carefully weighed against any potential benefits achieved by CWS.
 - b. Any increase in costs for related services directly attributable to the program must also be carefully considered in comparison to any potential benefits achieved through CWS. This would include consideration of such things as heating, air conditioning, lights, security services, building maintenance and telephone usage.
3. Service to the Public. Consider whether the program will result in decreased service to the public or a degradation in operational response.
 - a. Service to the public includes routinely providing official services to, or having official interchanges, with private citizens, organizations, institutions, industry, Federal, state and local governments, and other Coast Guard commands.
 - b. Any decrease in service resulting from a CWS program must be viewed as an adverse impact.
4. Work Operations and Supervisory Control. Consider whether the program will result in a decrease in the control or supervision of work operations or the proper balance of number and types of members required to perform the command's work.

Any decrease in the control of the work or members must be carefully studied to determine if there is any resulting adverse impact on the command.
5. Support Services. Consider whether the program will require any significant adjustment to support services such as computer support, building maintenance and security, which would be considered as adverse to the command.

Any adjustment to support services resulting from CWS must be carefully analyzed.

CHAPTER 4. PERSONNEL GUIDELINES FOR CIVILIAN MEMBERS

- A. Definition. The term "overtime hours" means any hours in excess of those specified hours which constitute the compressed work schedule.
- B. Merit Systems Protection Board. Section 303 of Public Law 95-390 provides protection against the coercion of civilian members in a Government work unit with respect to which an organization of Government civilian members has not been accorded exclusive recognition. When a vote is required, this statute prohibits interference with a civilian member's right to vote.
- C. Labor-Management Relations.
 - 1. Organized Units. The compressed work schedule statutes are rather unique with respect to labor-management relations in that they specifically legislate an obligation to negotiate with recognized unions. During negotiations, management officials should bear in mind the potential impact of a negotiated schedule on non- bargaining unit civilian members and military members in the same organization.
 - 2. Civilian Members Excluded From Bargaining Unit. In organizations where members are represented by an exclusive union but certain civilian members are excluded from the bargaining unit (e.g., personnelists), only those civilian members in the bargaining unit are bound by the terms of negotiations establishing a compressed work schedule program.
 - 3. Content of Negotiated Plans for Compressed Work Schedules. Following are some basic provisions that management must include in a compressed work schedule plan/agreement:
 - a. Provisions for adequate staffing levels during core and non-core hours.
 - b. Provisions for exclusion from the plan of any civilian member and for restriction of civilian member arrival and departure times when participation will be disruptive and have an adverse impact. The plan or agreement may either list the specific positions and incumbents not covered or provide a categorical exclusion.
 - c. Provision for written procedures for keeping track of civilian member attendance. If feasible, the plan

should have some form of sign-in/sign-out sheet, preferably in serialim, or other effective record keeping system.

- d. Provisions for written procedure that will permit the agency to reopen the agreement to terminate any compressed work schedules when there is an adverse agency impact. It is also prudent, but not required, to include a specific expiration clause in any midterm agreement when the agency is initiating compressed work schedules. This provides an opportunity for the agency to evaluate its effect on operational efficiency without any contractual obligation to continue those schedules in effect before a decision is made. Otherwise, the agency will have a bargaining obligation should it initiate termination of such programs and will have to maintain existing compressed work schedule programs until agreement is reached or a ruling by the Federal Service Impasses Panel (FSIP) is made on the impasse.
 - e. Provision for individual exceptions for hardship reasons.
 - f. Provision for a specific period of core time for flexitime programs and basic work requirement for all employees in both flexitime and compressed programs.
4. Negotiation Limitations. The area for negotiations is not without limit. One main limitation on negotiations is that a work unit may not participate in a compressed work schedule program under a negotiated agreement which contains premium pay provisions which suspend the premium pay provisions of Title 5, U.S. Code and the Fair Labor Standards Act (FLSA). Compressed work schedules which may be negotiated with labor organizations must be coordinated with Commandant (G-PCV) for policy impact and any Office of the Secretary review which may be required.
5. Adverse Impact. If management does not consider a union's proposal workable, it must show actual or likely adverse impact. Management must be able to present substantive evidence and/or testimony that adoption of the proposal would cause an increase in operational costs or a decrease in productivity or services. The following supporting information may be used to show adverse impact:
- a. staffing and overtime costs;
 - b. leave restoration;
 - c. utility/building maintenance expenses;

- d. security costs; and
- e. any other support costs directly related to the operation of the affected organization.

Note: These costs should be aggregated to the extent possible in order that an approximate expenditure can be determined. Costs associated with the initial implementation of such a program cannot be considered because they are presumed to be one time only costs.

- D. Nonbargaining Unit Members. CWS schedules generally will allow nonbargaining unit members the discretion to participate or not. However, when a CWS will be required for nonbargaining unit members, it must be based on a majority vote. Requests for exception due to personal hardship must be considered.
- E. Tour of Duty. The tour of duty for employees under the compressed work schedule is defined by a fixed schedule. There are no provisions for flexitime under the CWS program. Staggered starting and departure times within commands are encouraged to ensure that there is no adverse impact to the mission of the U.S. Coast Guard. In addition, there is no provision for credit hours under a CWS program.
- F. Compensation.
 - 1. General. The temporary suspension of premium pay and scheduling provisions of Title 5, U.S. Code, and the overtime pay provisions of the Fair Labor Standards Act (FLSA), as specified in Public Law 95-390, applies only to organizational units participating in the compressed work schedule program. All current provisions of Title 5 U.S. Code and FLSA remain in effect for non- participating organizational activities.
 - a. Overtime and Other Premium Pay Provisions. For compressed schedules, the term "overtime hours" means any hours in excess of those specified hours which constitute the compressed schedule. For example, a civilian member working 10 hours per day, 4 days per week would be entitled to overtime pay for hours worked in excess of the basic schedule for that day (i.e., hours in excess of 10) and for hours in excess of 40 in the week.
 - b. Compensation and Existing Work Scheduling Authority. Nothing in the compressed work schedule program should be interpreted as diminishing the authority of an organization presently using nonstandard schedules under Section 6101 of Title 5, U.S. Code, or Office of Personnel Management regulations, to continue to operate under those schedules with their concomitant

premium pay requirements. Nonstandard schedule means any schedule in which full-time civilian member work other than the standard schedule of 8 hours per day and 5 days per week in an administrative workweek. Such schedules include first 40-hour tours of duty, and any schedule in which members work more than 8 hours per day or 40 hours per week.

2. Overtime Pay.

- a. 5-4/9 Plan Workweek. Work performed outside a civilian member's compressed work schedule and in excess of 9 hours in a day or 80 hours in a biweekly pay period is overtime work. The member is entitled to overtime pay for overtime work in accordance with applicable provisions of law.
- b. Four-Day Workweek. For existing programs and those specifically approved by the Commandant (G-C) only. (See paragraph D of Chapter 1.) Work performed outside a civilian member's compressed work schedule and in excess of 10 hours in a day or 40 hours in a week is overtime work. The member is entitled to overtime pay for overtime work in accordance with applicable provisions of law.

3. Compensatory Time Off. The member may request compensatory time off in lieu of overtime pay as provided by 5 U.S.C. 5543. Compensatory time off is limited to General Schedule members and may be used only as a substitute for irregular or occasional overtime work.
4. Night Differential (General Schedule). The regular rules under 5 U.S.C. 5545(a) apply. A member is entitled to night pay for regularly scheduled night work performed between the hours of 6 p.m. and 6 a.m.
5. Night Differential (Wage Grade). The regular rules of 5 U.S.C. 5543(f) apply for determining the majority of hours for entitlement to night pay for prevailing rate members and night pay for prevailing rate members.
6. Holiday Compensation.

- a. 5-4/9 Plan Workweek.
 - (1) Full-Time Civilian Member. A full-time member who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 9 hours.

- (2) Part-Time Civilian Member. A part-time member is entitled to holiday pay only for work performed during the member's compressed work schedule on a holiday. A part-time member is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.
 - b. Four-Day Workweek. For existing programs and those specifically approved by the Commandant (G-C) only. (See paragraph D of Chapter 1.)
 - (1) Full-Time Civilian Member. A full-time member who performs nonovertime work on a holiday (or a day designated as the "in lieu of" holiday) is entitled to basic pay plus premium pay equal to basic pay for that holiday work, not to exceed 10 hours.
 - (2) Part-time Civilian Member. A part-time member is entitled to holiday pay only for work performed during the member's compressed work schedule on a holiday. A part-time member is not entitled to holiday premium pay for work performed on a day designated as an "in lieu of" holiday.
7. Sunday Compensation.
- a. 5-4/9 Plan Workweek.
 - (1) Full-Time Civilian Member. A full-time civilian member who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 9-hour period of service.
 - (2) Part-Time Civilian Member. A part-time civilian member is not entitled to Sunday pay.
 - b. Four-Day Workweek. For existing programs and those specifically approved by the Commandant (G-C) only. (See paragraph D of Chapter 1.)
 - (1) Full-Time Civilian Member. A full-time civilian member who performs nonovertime work during a period of service, a part of which is performed on Sunday, is entitled to Sunday pay for the entire 10-hour period of service.
 - (2) Part-Time Civilian Member. A part-time civilian member is not entitled to Sunday pay.

G. Leave.

1. General.

- a. Leave Usage. Time off during a civilian member's basic work requirement must be charged to the appropriate leave category, unless the member is authorized compensatory time off or an excused absence. In the case of a civilian member working 10 hours per day, 4 days per week, 1 day of annual or sick leave will be charged as 10 hours leave. (See paragraph D of Chapter 1)
 - b. Leave Earning. The statutory provisions of Title 5, U.S. Code relating to the earning of sick and annual leave or entitlement to military and funeral leave, and in some cases creditable service for retirement purposes, have as a frame of reference the 8-hour day with the result that the provisions are stated in terms of "days." Such references to a day or workday or to multiples or parts thereof shall be considered to be references to 8 hours of the respective multiples of parts thereof.
2. Holidays. If an "in lieu of" holiday for full-time civilian members falls on a day during a part-time civilian member's tour of duty and if the part-time civilian member works that day, the member is only entitled to straight time pay for that work. It is Coast Guard policy to grant administrative leave to part-time civilian members on days designated as "in lieu of" holidays for full-time civilian members.
- a. Designation of "In Lieu Of" Holidays.
 - (1) If a holiday occurs on the first non-workday in the administrative workweek, the following workday will be the in-lieu-of holiday.
 - (2) If a holiday occurs on any non-workday other than the first non-workday in the administrative workweek, the preceding workday will be the in- lieu-of holiday.
 - b. Pay for Holidays.
 - (1) Full-Time Civilian Member. A full-time civilian member who is relieved or prevented from working on a day designated as a holiday or an "in lieu of" holiday is entitled to pay with respect to that day for the number of hours that normally would have been scheduled to work that day.

- (2) Part-Time Civilian Member. If a holiday falls on a day during a civilian member's tour of duty and the person is relieved or prevented from working on that day, they are entitled to pay for the number of that normally would have been scheduled to work that day.
3. Absences. Time off during an employee's basic work requirement must be charged to the appropriate leave category unless the employee is authorized compensatory time off or an excused absence. The following examples are offered:
 - a. 5-4/9 Plan Workweek. A full-time civilian member who takes 1 day of annual leave will be charged leave for 9 hours when working the scheduled 9 hour day, and 8 hours when working the scheduled 8 hour day.
 - b. Four-Day Workweek. For existing programs and those specifically approved by the Commandant (G-C) |u|only|end_u|. (See paragraph D of Chapter 1.) A full-time civilian member who takes 1 day of annual leave will be charged leave for 10 hours. This results in 40 hours of annual leave for an entire workweek similar to a full-time civilian member on a normal 8-hour, 5-day tour of duty.
4. Excused Absences. The amount of excused absence to be granted shall be based on the civilian member's established compressed work schedule in effect for the period of the excused absence.

H. Time Accounting and Monitoring.

1. General. The Time and Attendance Uniform Payroll System, FAA Order 2730.8, establishes requirements regarding time accounting for civilian members. The guidance provided in this Instruction is applicable to alternative work schedules and the remarks which follow are intended to augment the Time and Attendance Manual.
2. Affirmative Knowledge of Actual Hours Worked. While procedures may be needed to verify the number of hours a member works on a flexible schedule, as long as the supervisor can reasonably certify from personal knowledge that the member is entitled to pay for the member's basic work requirement (e.g., 40 hours for the week, or 80 hours for the biweekly pay period), the time and attendance record will note the exact starting and stopping times of a member. The amount of time of absences from work must also be recorded.

I. T&A Requirements For Civilian Members on Compressed Work Schedules (CWS).

1. Special Tour Indicators.

- a. Use of Special Tour Indicator Codes. The determining factor in correctly recording an employee's biweekly Compressed Work Schedule Tour rests with the "Special Tour Indicator".
- b. T&A Reporting of the Special Tour Indicator Code. The special tour indicator must be placed in the first position of the cost center field when using the Time & Attendance Report (DOT 2740.2). When utilizing Electronic Time & Attendance System (ETAMS), use the F5 key option "Lv Screen" which will allow access to the far right section of the ETAMS screen "PP TOUR" field. The applicable "special tour indicator" should be entered in this field.
- c. Special Tour Indicator Codes.
 - (1) Code 1 indicates the civilian member is working a compressed schedule. This schedule enables an employee to work 80 hours per pay period in less than 10 working days. Compressed Work Schedules (CWS) are the 4-day work week (where approved in accordance with paragraph D of Chapter 1) and 5-4/9 plan. Credit hours are not available on these schedules. On ETAMS, the tour code 1 will convert to |b|"C".|end_b||ub| |end_ub||b||end_b|
 - (2) Code 4 removes a civilian member from all AWS Schedules and the employee is required to work 8 hour assigned shifts.

2. Amended T&A's. When submitting an amended T&A or an ETAMS T&A, please remember that if you change the special tour indicator, it will only be applicable to the pay period you are amending. If you wish the change in tour indicator to apply to subsequent pay periods, you will be required to submit amendments for each individual pay period.

3. Holidays.

- a. The Compressed Work Schedule regulations provide an entitlement of holiday pay or leave in conjunction with the assigned tour hours on an applicable holiday.
- b. On a compressed schedule, the holiday entitlement will coincide with the tour assigned, which could be either 8, 9, or 10 hours.

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- c. On all flexible schedules, the holiday entitlement is limited to 8 hours.
4. In-Lieu-Of Holidays.
- a. A civilian member working compressed schedules that affords them an extra day(s) off in a biweekly pay period may sometimes be eligible for an "in-lieu-of" holiday.
 - b. A holiday that falls on the first regular day off (RDO) |u|of the week|end_u| (Sunday through Saturday) will be observed as an in-lieu-of holidays on the first working day after the employee returns to work.
 - c. When a holiday falls on the second or succeeding RDO |u|of the week|end_u| (Sunday through Saturday) the in-lieu-of- holiday will fall back to the last day worked prior to the RDO's in question. A good rule of thumb, "first forward, others back."
 - d. When portions of two shifts occur on the holiday (the day begins at 0000, and ends with 2400), the current T&A program will process the first shift ending on the holiday as the holiday shift.
 - e. When a holiday falls on a No Assigned Shift (NAS) day, the current T&A program will treat the shift ending on the NAS day as the holiday, or in-lieu-of holiday.
 - f. If a civilian member's in-lieu-of holiday falls forward to an upcoming pay period, the T&A must be coded according to the T&A Course Book (course #14036), page 5-3, using the code "6" in the assigned shift supplemental entry.